

COMMUNITY CENTER AND SUPPORT SERVICES SUPERVISOR

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – M261

GENERAL DESCRIPTION OF DUTIES

This position is responsible for managing the operations and functions of the McMinnville Community Center and providing a full range of administrative services to the Parks and Recreation Department. This position participates as a key member of the Parks and Recreation Department Management Team to define and execute the Department's mission.

SUPERVISION RECEIVED

This position receives general direction from the Parks and Recreation Department Director.

SUPERVISION EXERCISED

This position provides supervision to paid staff and volunteers. For paid staff, this includes planning, assigning and reviewing work, effectively recommending hiring and other personnel actions for temporary staff, and resolving conflicts.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as required.

1. Manages the McMinnville Community Center, a multi-purpose community facility providing convention services, recreational sports and programs, community-wide special events, business meetings, and food services. Management functions include program and event planning and goal setting, promotional activities, scheduling, participant registrations (for the Community Center as well as City parks), monitoring, fee collection and billing, and evaluation; as well as the development and implementation of facility policies and procedures.
2. Coordinates the work of temporary employees and volunteer staff, which includes planning, assigning and reviewing work; effectively recommending hiring and other personnel actions, evaluating performance and resolving conflicts.
3. Maintains and manages a coordinated schedule of various Community Center facility uses. Meets with individuals and groups to plan, schedule, and coordinate such uses to maximize access to Center resources and prevent schedule conflicts.
4. Manages all financial transactions and purchases for the Community Center, performs financial accounting, and maintains all financial records

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5. Evaluates day-to-day and long range Community Center maintenance needs. Contracts for maintenance and custodial services as needed at the Community Center and administers all contracts with vendors.
6. Provides business management support to the Parks and Recreation Department Director, Recreation Program Managers and Coordinators.
7. Plans, develops, implements community-wide special events and programs that serve the interests of the public and generate revenues that support Community Center operations.
8. Works with the Department's Management Team to set goals, and to coordinate resources and program to maximize service delivery in achieving Department goals.
9. Performs all work in compliance with federal, state, and City employment and safety laws, rules and regulations.

OTHER JOB FUNCTIONS

Assists in the development of recreation programs and events in support of the Parks and Recreation Department goals.

Develops, publishes and distributes the Parks and Recreation Department brochures which include Department as well as City-wide information. Develops other promotional materials for the Department as needed.

Performs back-up coverage as needed for other staff and responds to emergency situations.

Participates on City-wide committees.

Maintains professional currency by attending workshops and seminars, and meeting with others involved in recreation program/event planning and/or facility management.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of parks and recreation programs and services;
- Trends and issues related to recreation programs and related services to communities;

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- Principles and practices of business and financial management;
- Principles and practices of facilities management and maintenance;
- Principles and practices of effective supervision for paid staff and volunteers;
- Laws, rules and regulations affecting assigned program areas;
- Community resources related to recreation programs; and
- Public relations, marketing, and promotional activities.

Skill in:

- Coordinating the work of paid staff and volunteers;
- Working within community agencies, businesses, and schools to achieve Department program and community service goals;
- Communicating effectively with diverse populations;
- Using computers to prepare budget information, and to develop promotional and informational materials;
- Applying federal, state, and City laws rules and regulations to recreation program areas;
- Collaborating with other members of the management team and other agencies; and
- Making public presentations.

Ability to:

- Plan and organize the work of others;
- Establish and maintain effective work relationships with others; and
- Use equipment to support programs and events conducted at the Community Center.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential job functions is qualifying. A typical way to qualify includes a Bachelor's degree in parks and recreation management, business management, or related field, and responsible experience in facilities and business management.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage customer service, be fluent in English, provide training and supervision, analyze problems, use discretion, and use independent judgment to take independent action. On occasion, this position is required to enforce rules of conduct, apply discipline, defuse angry customers, climb ladders, move heavy maintenance-related equipment and supplies, reach well above head, and move meeting room equipment. Standing, walking, talking, and hearing are required. Pushing up to 75 pounds, lifting up to 40 pounds, pulling up to 30 pounds, and carrying up to 40 pounds is required. Reasonable accommodation will be made to meet the needs of qualified individuals with a disability.

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WORKING CONDITIONS

The majority of the work is conducted within an office environment within the Community Center. The noise level may be high, depending on events being held at the Center. The ability to work in high places and perform extensive computer work is required. Normal working hours for this position are from 9:00 a.m. to 6:00 p.m. Tuesday through Saturday, with on-call assistance and extended time outside of normal working hours for event supervision. Event management responsibilities will require weeknight and weekend responsibilities beyond normal hours that are typical in the field of Parks and Recreation.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Date Established: 12/99 (Previously Recreation Program Coordinator I)
Revised: 05/01
Revised: 09/04